



# Real Property Supervisor

## **ABOUT OUR OFFICE:**

The Office of the Tennessee Comptroller of the Treasury is responsible for the audit of state and local governmental entities and participates in the general financial and administrative management and oversight of state government. The Office is led by Comptroller Justin P. Wilson, a constitutional officer who is elected by the Tennessee General Assembly.

In the Comptroller's Office, we strive to deliver on our mission to make government work better. We believe our success as an office depends on finding opportunities for employees to accomplish our office's goals and answer challenges to make things better.

We want every member of our team to be excited to come to work every day and be challenged. Through dedicated hard work and commitment, every Comptroller's Office employee accepts personal responsibility to accomplish our mission and uphold it.

## **POSITION:**

The Comptroller's Office of State Assessed Properties conducts annual appraisals, assessments, and audits of public utility and transportation properties. We are looking for a Real Property Supervisor with appraisal experience who will oversee the professional inspection, supervision and administration of Public Utility and Transportation real property appraisals.

To qualify for consideration, an applicant should have graduated from an accredited college or university with a Bachelor's degree in related financial and economic coursework and/or possess 10 or more years of relevant experience. Applicants must hold one of the following appraisal designations: CAE, MAI, SRPA, SREA, RM, SR/WA, RES or a Certified General Real Estate Appraiser license issued by the Tennessee Department of Commerce and Insurance. Other combinations of education/experience, if evaluated as equivalent, may qualify an applicant for consideration.

To perform this job successfully, candidates should possess excellent communication skills and be able to utilize tact and diplomacy in all interactions. Candidates should have the ability to lead, coach, and empower staff to maintain and improve a service-orientated culture that supports customers and leadership in office endeavors. Candidates must know, understand, and follow USPAP where applicable. Candidates should be computer savvy and possess technical skills to work in web systems. Successful candidates will be innovative, take personal responsibility to get results, and adapt to changing priorities and deadlines while maintaining accuracy and consistency.

Major responsibilities for this position will include:

- Complying with applicable state laws by conducting valuations and appraisals on the companies assessed by the office.
- Coordinating with the Director and Manager for county reappraisals.
- Conducting research to verify appraisal information, including using market value land and improvement studies, deeds, surveys, sales external appraisals, Ad Valorem reports and any other data supporting and/or estimating value.
- Overseeing the analyst's use of appraisal information and additional research to apply the appropriate assessment ratio, add personal property and intangibles, and determine an accurate assessment.
- Building and using an advanced mastery of the IMPACT system and ancillary components as it relates to real property utilizing generally accepted appraisal principles.
- Making physical inspections of assessable properties utilizing generally accepted appraisal principles.

**HOW TO APPLY:**

If you are interested in being considered for this position, please submit your resume with unofficial college transcript, proof of designation/certification and contact information for three (3) references to [Jobs@cot.tn.gov](mailto:Jobs@cot.tn.gov).

**EQUAL EMPLOYMENT OPPORTUNITY:**

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. To comply with legal record keeping requirements regarding Affirmative Action, we invite you to complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation. To complete this form, please go to:

<http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.